



# Manager II

Salary Group: B23

Class Code: 1601

<u>CLASS TITLE</u>	<u>CLASS CODE</u>	<u>SALARY GROUP</u>	<u>SALARY RANGE</u>
MANAGER I	1600	B22	\$51,614 - \$84,479
<b>MANAGER II</b>	<b>1601</b>	<b>B23</b>	<b>\$55,184 - \$90,393</b>
MANAGER III	1602	B24	\$59,004 - \$96,720
MANAGER IV	1603	B25	\$63,104 - \$103,491
MANAGER V	1604	B26	\$69,415 - \$117,397
MANAGER VI	1605	B28	\$83,991 - \$142,052

## GENERAL DESCRIPTION

Performs moderately complex (journey-level) managerial work administering the daily operations and activities of an agency's business function, division, or department. Work involves establishing goals and objectives; developing guidelines, procedures, and policies; developing schedules, priorities, and standards for achieving established goals; coordinating and evaluating business function, division, or department activities; developing and evaluating budget requests; and monitoring budget expenditures. Supervises the work of others. Works under general supervision, with limited latitude for the use of initiative and independent judgment.

## DISTINGUISHING CHARACTERISTICS

Distinctions between levels in the Manager job classification series may be based on many factors, including the complexity of business functions within department(s) or division(s), decision-making responsibility and level of supervision exercised, nature and complexity of work performed by employees supervised, size of the budget, and scope of duties. Examples of business functions include human resources, accounting and finance, and payroll. Managers at the senior levels typically are responsible for 1) supervising a large number of employees, 2) overseeing large budgets, 3) managing highly specialized employees, 4) managing a complex department or division, and/or 5) overseeing the daily operations of more than one business function, department, or division. Incumbents in this series typically report to a director level or higher, although staff-level managers may report to higher-level managers.

## EXAMPLES OF WORK PERFORMED

Manages day-to-day activities of staff within a business function, division, or department.

Manages staff development plans and activities.

Establishes goals and objectives; develops and approves schedules, priorities, and standards for achieving goals; and manages evaluation activities.

Develops and implements techniques for evaluating business function, division, or department activities.

Develops and evaluates budget requests, monitors budget expenditures, and makes adjustments as necessary.

Develops and evaluates policies and procedures; and monitors compliance with policies and procedures.

Identifies areas of needed change and makes recommendations to improve operations.

Provides technical expertise and guidance regarding questions related to the business function, division, or department.

Prepares management and productivity reports; and reviews and approves documents and reports developed by employees to ensure professional quality and appearance, appropriate content, consistency, and responsiveness.

May plan and develop a budget for a business function, division, or department.

May confer with executive management to develop strategic plans and long- and short-term goals for the department.

May manage the preparation, development, review, and revision of legislation.

Supervises the work of others.

Performs related work as assigned.

## **GENERAL QUALIFICATION GUIDELINES**

### **EXPERIENCE AND EDUCATION**

Experience in the management of a business function, division, or department relevant to the assignment. Graduation from an accredited four-year college or university with major course work in a field relevant to the assignment is generally preferred. Experience and education may be substituted for one another.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of local, state, and federal laws and regulations relevant to a business function, division, or department; and of the principles and practices of public administration and management.

Skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems; and in the operation of a computer and applicable software.

Ability to manage business function, division, or department activities; to establish goals and objectives; to devise solutions to administrative problems; to develop and evaluate administrative policies and procedures; to prepare reports; to communicate effectively; and to supervise the work of others.

**REGISTRATION, CERTIFICATION, OR LICENSURE**

May require registration, certification, or licensure in a specialty area.